

WYOMING BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

WYOMING BOARD



PROFESSIONAL ENGINEER AND PROFESSIONAL LAND SURVEYOR FIRM RENEWALS

New Renewal Postcards:

This renewal period you will receive a **RENEWAL NOTICE POSTCARD**. There is no personal information on this postcard (other than your firm name and address). This postcard is the **only notice** you will receive. Please let other people in your office know that this postcard is not junk mail!

Instructions for Online Renewal:

Professional Engineering and Professional Land Surveying Firms Licenses expire on the last day of December, but will be able to renew that license **as early as October 1**. At <https://plr.state.wy.us>.

1. After reading all information listed here, click on the link titled "[Click here to begin.](#)"
2. If you have just completed your own Professional Engineering or Professional Land Surveying registration renewal, you can simply click the "[set up business,](#)" on the left side of the page. From there you can move to instruction number 6.
3. If you are a returning Wyoming Portal Service user, click on the "[sign in,](#)" fill in your user name and password, then proceed to instruction number 5. If you have forgotten your user name or password please contact the Wyoming Help Desk at: 307-777-7400 for assistance.
4. If you are a first time user, please click "[sign in](#)" followed by "[New Profile.](#)" From here please enter all required information.
5. On the left hand side of the screen you will see the "[set up business](#)" link. Please click this tab.
6. The screen displayed is the "Wyoming Online Services" screen. You will need to click the "[Create New Business Profile](#)" button to begin inputting your firm's information, then click "[Add.](#)" **Please remember to call the Board before doing so to report your Firm's EIN/Tax ID Number, this number is the only way the Wyoming Online Services can link into our system.**
7. Once you have completed this (one time only) registration you may click on the "[Return](#)" on the left hand side of the page, to navigate back to the renewal page.
8. Open the drop down menu in the upper left hand corner and select your Firm. This automatically defaults to your individual name.
9. Click "[Register For Access](#)" located on the left side of the page. When the drop down menu appears select the "[Board of Prof Engineers and Land Surveyors](#)" and click "[Register.](#)"
10. From here, you will choose the Corporate Renewal and fill out the renewal information pertaining to your firm's registration.

Please be sure to confirm the person in responsible charge of your firm's activities is current on their individual registration. If a firm renews without a current Wyoming registrant, the renewal will be returned electronically to the e-mail address on file. All confirmations can take up to 48 hours.

11. After payment is made and first receipt is printed, choose "[print pocket card](#)" feature, **as this is your pocket card** for the next 2 (two) years. You may go back into your account at any time and reprint this pocket card.